

SANDOWN CARNIVAL ASSOCIATION

Safeguarding Policy and Procedures

(October 2023)



1. Purpose

Sandown Carnival Association (SCA) is a non-profit community group founded in 1889, run by volunteers and responsible through its Committee for organising a number of public events and activities each year.

This document sets out the safeguarding obligations which we recognise to children, young persons and vulnerable adults and undertake to apply in all our work.

The following policy and procedures are based on good practice recommended by the National Council for Voluntary Organisations and the National Society for Prevention of Cruelty to Children. Additionally, they are in place to ensure SCA complies with the relevant legislation (see section 4).

2. Policy

Whether for participants in our public events and activities or for our own volunteers, we recognise our duty of care to safeguard all children, young persons and vulnerable adults from harm.

For the purposes of definition, a **young person** is anyone under 18.

A **child** is anyone who has not yet reached the minimum school leaving age (reached in the school year in which they turn 16).

A **vulnerable adult** is anyone over the age of 18 who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of age, mental illness, disability or other types of physical or mental impairment.

SCA believes that:

- the welfare and safety of any child, young person or vulnerable adult are paramount;
- all children, young persons and vulnerable adults - whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual identity - have the right to protection from harm and abuse.

We undertake to ensure that:

- all suspicions and allegations of harm and abuse will be taken seriously and responded to swiftly and appropriately;
- all SCA members and volunteers understand their own responsibilities to be familiar with the organisation's safeguarding policy and procedures, and to report concerns without delay as set out in **Procedures** below.

3. Procedures

- 1) The SCA's Committee will appoint annually a safeguarding officer or adviser whose name, contact details, role and responsibilities are known to all Association members.
- 2) The Committee will review annually the organisation's general safeguarding requirements and restate or amend them as necessary.
- 3) For each event or activity planned by the organisation, specific safeguarding requirements will be considered in advance by the Committee with the safeguarding officer or adviser as part of the broader process of each event's risk assessment. This risk assessment will be stored securely (either physically or digitally) for a minimum of 5 years after the assessment/event, whichever is later.
- 4) All risk assessments must be reviewed and, if needed, redone after any change to these safeguarding procedures.
- 5) The Committee will pay particular attention to the safeguarding of children, young persons or vulnerable adults in any selection or judging process, their involvement in carnival parades or other events or activities, in the commissioning and use of photographic material and the retention and storage of records.
- 6) The Committee will ensure any person who has direct contact with any children, young persons or vulnerable adults have a valid Disclosure and Barring Service (DBS) certificate, covering their role. Additionally, The Committee and the designated safeguarding officer or adviser will also hold a valid DBS certificate.
 - a. If a DBS check reveals unspent convictions, these will be considered by The Committee as to whether they affect their role with SCA, in line with the Rehabilitation of Offenders Act 1974
- 7) The Committee will also consider safeguarding requirements applying across the organisation, for example to elderly volunteers or those with disabilities who might work in the shop, to the recruitment of volunteers for whatever purpose, or to Committee members themselves.
- 8) The Committee will ensure all persons who have direct contact with any children, young persons or vulnerable adults have completed a Level 2 Safeguarding course. This training must be repeated at the interval suggested by the training provider. Records of this training will be retained for 5 years after completion, including a signed declaration by the individual confirming they fully understood the training.
- 9) It is important that any SCA member or volunteer feels able to report swiftly - and anonymously if necessary - any suspicion of abuse or harm to a child, young person, vulnerable adult or indeed anyone involved with the organisation.
- 10) Any suspicions must be reported immediately to the safeguarding officer or adviser and/ or an officer of the Association (Chair, Secretary, Treasurer) who are

designated by the organisation to take matters further by contacting relevant authorities if necessary. However, if it is more appropriate, such suspicions can be reported by the concerned person directly to the relevant authority.

- 11) The safeguarding officer or adviser is responsible for ensuring a full record is kept of all safeguarding investigations/actions. These records will be kept securely (either physically or digitally) by SCA for a minimum of 5 years after the completion of the investigation.

4. Adherence to legislation

These policies and procedures are designed to ensure that SCA complies with relevant legislation, these are detailed below along with the specific measures that helps ensure compliance. This list is not exhaustive

<i>Legislation</i>	<i>Requirement</i>	<i>How is this met?</i>
Children Act 2004 – Section 11	To ensure our functions are discharged with regard to the need to safeguard and promote the welfare of children.	Regular reviews of this safeguarding policy, having the appointed safeguarding officer or adviser and the mandatory safeguarding training
Safeguarding Vulnerable Groups Act 2006	To avoid harm, or risk of harm, by preventing people who are deemed unsuitable to work with children and vulnerable adults from gaining access to them through their work.	Ensuring all persons who have direct contact with any children, young persons or vulnerable adults have a valid Disclosure and Barring Service (DBS) certificate, covering their role

*Policy and procedures agreed by Sandown Carnival Committee on behalf of the Association
4th October 2023*